

Passport Service Checklist U.S. Consulate General Amsterdam, The Netherlands

(For full instructions do read our website guidance for your service carefully!)

Regular adult-passport renewal (currently in possession of a 10-year passport), bring:

- ☐ Your most recently issued passport, still valid or expired less than five years ago
- ☐ A 5x5 Cm/2"x2" recent (less than 6 months old) color passport photo, look straight into the camera, no glasses, white background
- ☐ [Form DS-82](#), pages 1 and 2, printed on two separate sheets, duly filled out, signed, and dated. Do not print and bring the attached instructions. Do not use white out!
- ☐ Printed photocopies of your most recent passport(s) biographic page and all supporting documents as applicable (e.g. for name change through divorce or marriage).
- ☐ The fee, to be paid in dollars, the euro equivalent or by credit card in your name! ([no PIN card](#))
- ☐ A5 (C5) sized passport return envelope, with your address and postage (DHL Express Waybill Trackable mail sticker or 5 x "1" stamps for regular mail). New passports cannot be collected at the Consulate.

Minor passport renewal, under age 16, both parents*** and child must appear. Bring:

- ☐ Your child's most recently issued passport & both parents' passports
- ☐ Your child's U.S. birth certificate or Consular Report of Birth Abroad
- ☐ A 5x5 Cm/2"x2" recent (less than 6 months old) color passport photo, look straight into the camera, no glasses, white background
- ☐ [Form DS-11](#), pages 1 and 2, printed on two separate sheets, duly filled out but NOT signed! Do not print and bring the attached instructions. Do not use white out.
- ☐ Printed photocopies of all your most recent passports biographic pages and all supporting documents as applicable, e.g. birth records, adoption records, etc.
- ☐ The fee, to be paid in dollars, the euro equivalent or by credit card in your name! ([no PIN card](#))
- ☐ ***If one parent is not coming in that parent should prepare an original notarized statement of consent, preferably by using [form DS-3053](#).
- ☐ A5 (C5) sized passport return envelope, with your child's address and postage (DHL Express Waybill Trackable mail sticker or 5 x "1" stamps for regular mail). New passports cannot be collected at the Consulate.

First time adult passport, 16 or over, bring:

- ☐ Your most recently issued passport. If expired more than five years ago, also a valid identity document
- ☐ A 5x5 Cm/2"x2" recent (less than 6 months old) color passport photo, look straight into the camera, no glasses, white background
- ☐ [Form DS-11](#), pages 1 and 2, printed on two separate sheets, duly filled out but NOT signed! No white out.
- ☐ If under 18, proof your parents are aware you are applying for a passport. Bring a copy of your birth certificate/consular report of birth abroad. One parent must attend and bring an identity document.
- ☐ Printed photocopies of your most recent passport biographic page and all supporting documents as applicable, e.g. birth certificate or CRBA for applicants age 16 or 17.
- ☐ The fee, to be paid in dollars, the euro equivalent or by credit card in your name! ([no PIN card](#))
- ☐ A5 (C5) sized passport return envelope, with your address and postage (DHL Express Waybill Trackable mail sticker or 5 x "1" stamps for regular mail). New passports cannot be collected at the Consulate.

DS-11 FORM: 2 SHEETS OF PAPER. FILL OUT BUT **DO NOT SIGN!** DO NOT USE WHITE OUT.



PHOTOCOPY OF PASSPORT AND SIGNATURE + COPIES OF ALL SUPPORTING DOCUMENTS.

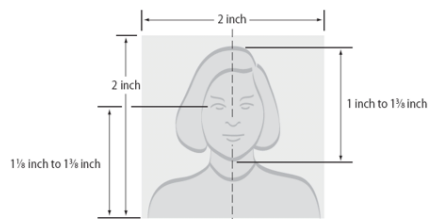
DS-82 FORM: 2 SHEETS OF PAPER. FILL OUT AND SIGN! DO NOT USE WHITE OUT.



PHOTOCOPY OF PASSPORT AND SIGNATURE + COPIES OF SUPPORTING DOCUMENTS, IF ANY.

PHOTO INSTRUCTIONS FOR U.S. PASSPORT/VISA APPLICANTS

HEAD POSITION, BACKGROUND AND PLACEMENT



- Head should be positioned directly facing the camera
 - Photo should capture from slightly top of hair to middle of chest
 - Eyes should be open and looking at the camera
 - No Eyeglasses should be worn
 - Background should be plain white or off-white
 - Include headpieces if worn daily for religious purposes; they should not obscure or cast shadows on the eyes or other part of the face
- Photo must be in color and it must measure
2 x 2 inch (51 x 51 mm)

Well composed
photographs



← ± 23 CENTIMETRES →

← ± 16 CENTIMETRES →

NAME OF APPLICANT
STREET & HOUSE #
POSTCODE (ZIP) + TOWN

SELF-ADDRESSED RETURN ENVELOPE

PAYMENT: CREDIT CARD, U.S. DEBIT CARD OR CASH ONLY! CREDIT CARD MUST BE IN YOUR NAME OR PAY WITH CASH!